

To: Valentine, Julia[Valentine.Julia@epa.gov]; Daguillard, Robert[Daguillard.Robert@epa.gov]; Milbourn, Cathy[Milbourn.Cathy@epa.gov]; Jones, Enesta[Jones.Enesta@epa.gov]
Cc: Colaizzi, Jennifer C.[Colaizzi.Jennifer@epa.gov]; StClair, Christie[StClair.Christie@epa.gov]
From: Hull, George
Sent: Tue 8/18/2015 5:55:32 PM
Subject: RE: OMR support team after hours schedule: TUESDAY

I recognize that we have had several tough weeks in which Press Officers have been called upon to work long hours. If you have to stay up to cover a late shift, please adjust your arrival time the next day to allow for enough sleep. Thanks, George

From: Valentine, Julia
Sent: Tuesday, August 18, 2015 1:52 PM
To: Daguillard, Robert; Milbourn, Cathy; Jones, Enesta
Cc: Colaizzi, Jennifer C.; StClair, Christie; Hull, George
Subject: RE: OMR support team after hours schedule: TUESDAY

Thank you!

Robert, George said that was fine and he will respond to all of us about it.

-

We are all set for tonight! Thanks, team!

-

Tues

5pm – 6pm: Cathy

6pm - 8pm: Julia

8pm -10pm: Julia

10pm – 12 midnight (possibly til 2:30am) Robert

Julia P. Valentine

Office of Public Affairs

U.S. EPA

202.564.2663 direct

202.740.1336 m/txt

From: Daguillard, Robert

Sent: Tuesday, August 18, 2015 1:13 PM

To: Valentine, Julia; Milbourn, Cathy; Jones, Enesta

Cc: Colaizzi, Jennifer C.; StClair, Christie; Hull, George

Subject: RE: OMR support team after hours schedule: TUESDAY

I'll do 10-12, but would like to come to the office a bit later tomorrow.

From: Valentine, Julia

Sent: Tuesday, August 18, 2015 1:06 PM

To: Milbourn, Cathy; Daguillard, Robert; Jones, Enesta

Cc: Colaizzi, Jennifer C.; StClair, Christie; Hull, George

Subject: OMR support team after hours schedule: TUESDAY

Is anyone in the office til 6 pm who could take the 5-6 pm shift tonight?

I can pick it up from there from home. And I can extend to any of the other times as needed for tonight (I put my name in parens for when I am available)

If, at this point, you ***could*** be available for any of these, please add your name in parens. We'll make it one person per shift, as always, and I can fill in wherever.

TY!

-

Tues

5pm – 6pm:

6pm - 8pm: Julia

8pm -10pm: (Julia)

10pm – 12 midnight (possibly til 2:30am) (Julia)

•□□□□□□□ George's cell: 202.631.6957

•□□□□□□□ Julia's cell: 202.740.1336

•□□□□□□□ Enesta's cell: 202.236.2426

•□□□□□□□ Cathy's cell: 202.420.8648

•□□□□□□□ Robert's cell: 202.360.0476

Julia P. Valentine

Office of Public Affairs

U.S. EPA

202.564.2663 direct

202.740.1336 m/txt

From: Milbourn, Cathy

Sent: Monday, August 17, 2015 1:38 PM
To: Valentine, Julia
Cc: Daguillard, Robert; Jones, Enesta; Hull, George
Subject: Re: OMR support team after hours schedule: Monday

I can take 8 to 10 tomorrow

Sent from my iPhone

On Aug 17, 2015, at 1:09 PM, "Valentine, Julia" <Valentine.Julia@epa.gov> wrote:

Thanks E and Robert!

We'll finalize Tuesday schedule tomorrow.

Mon

6pm - 8pm: Julia

8pm -10pm: Robert

10pm – 12 midnight: Enesta

(possibly til 2:30am)

- George's cell: 202.631.6957
- Julia's cell: 202.740.1336
- Enesta's cell: 202.236.2426
- Cathy's cell: 202.420.8648
- Robert's cell: 202.360.0476

Julia P. Valentine

Office of Public Affairs

U.S. EPA

202.564.2663 direct

202.740.1336 m/txt

From: Daguillard, Robert

Sent: Monday, August 17, 2015 12:42 PM

To: Valentine, Julia; Jones, Enesta; Milbourn, Cathy

Cc: Hull, George

Subject: RE: OMR support team after hours: Monday + Tuesday

I can do 8-10 this PM.

From: Valentine, Julia

Sent: Monday, August 17, 2015 12:41 PM

To: Daguillard, Robert; Jones, Enesta; Milbourn, Cathy

Cc: Hull, George

Subject: OMR support team after hours: Monday + Tuesday

Hi,

Looks like we'll need to be ready to send this evening and possibly tomorrow.

I added myself but am flexible for other times.

Seems like we know by about midnight if something is on the way or not.

Thanks!

Mon

6pm - 8pm: Julia

8pm -10pm: Robert

10pm – 12 midnight (possibly til 2:30am)

Mon

6pm - 8pm:

8pm -10pm: Julia

11pm – 12 midnight (possibly til 2:30am)

From: Valentine, Julia

Sent: Friday, August 14, 2015 5:11 PM

To: Milbourn, Cathy; Jones, Enesta; Daguillard, Robert

Cc: Hull, George; Smith, Roxanne

Subject: OMR weekend support team: schedule, cells and template

Thanks, all!

George will call us on our cells as soon as he knows something is on the way.

- Template attached.
- Shift schedule below (thanks all!)
- Releases, so far, have only been sent to these two lists in Vocus:
 - Gold King Mine Spill
 - HQ OPS Alert
- Distribution should appear to come from our normal: “U.S. EPA Media Relations”
- And the “From” e-mail is also our regular: noreply-subscriptions@epa.gov
- George’s cell: 202.631.6957
- Julia’s cell: 202.740.1336
- Enesta’s cell: 202.236.2426
- Cathy’s cell: 202.420.8648

Fri night and Weekend Shifts

Fri

6pm - 8pm: Julia

8pm -11pm: Julia

11pm -2:30am Cathy

Sat

6am - 9am: Julia

9am – 12noon: Enesta

12pm – 3pm : Cathy
3pm - 6 pm: Robert
6 pm - 9pm: Cathy
9pm – 11 pm: Julia
11pm - 2:30am: Enesta

Sun

6-9am: Robert
9am – 12noon: Enesta
12pm – 3pm: Robert
3pm – 6pm: Robert
6pm - 9pm: Julia
9pm – 11pm: Julia
11pm - 2:30am: Cathy

Julia P. Valentine
Office of Public Affairs
U.S. EPA
202.564.2663 direct
202.740.1336 m/txt

Julia P. Valentine

Office of Public Affairs

U.S. EPA

202.564.2663 direct

202.740.1336 m/txt